



ACCOUNTING ADMINISTRATOR I (SPECIALIST) ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

SPOT PROMOTIONAL EXAMINATIONS FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR Yolo County – Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Yolo County.

Positions exist in Yolo County.

FINAL FILING DATE **July 16, 2009**
Applications (STD. 678, Rev. 12-06) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol
Selection Standards and Examinations Unit
P. O. Box 942898
Sacramento, CA 94298-0001

If you meet the entrance requirements for Accounting Administrator I (Specialist) and for Accounting Administrator I (Supervisor), you must file a separate application for each examination.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that interviews will be held during August 2009.

SALARY RANGE
Accounting Administrator I (Specialist) \$4833 - \$5874
Accounting Administrator I (Supervisor) \$5079 - \$6127

- WHO SHOULD APPLY**
1. Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date, in order to participate in these examinations; or
 2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
 3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
 4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

ELIGIBLE LIST INFORMATION Departmental eligible lists will be established for the California Highway Patrol. These lists will be abolished 48 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period. Please note that the lists can be abolished any time after 12 months based on the needs of the service.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE: All applicants must meet the experience and/or education requirements for these examinations by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

ACCOUNTING ADMINISTRATOR I (SPECIALIST)

Either I

One year of experience in the California state service performing the duties of a professional accounting classification equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a classification at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **AND**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ACCOUNTING ADMINISTRATOR I (SPECIALIST)	JL16-4552	9HP2201	BULLETIN RELEASE DATE: June 25, 2009
ACCOUNTING ADMINISTRATOR I (SUPERVISOR)	JL14-4549	9HP2202	FINAL FILING DATE: July 16, 2009
(REV. 06-09)			LOCATION: Yolo County

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; **OR**
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. *(Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)*

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Either I

One year of experience in the California state service performing the duties of a professional accounting classification equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a classification at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **AND**

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; **OR**
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. *(Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)*

NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: Title; semester or quarter credits; name of institution, and completion dates.

Ability to qualify for a fidelity bond.

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

ACCOUNTING ADMINISTRATOR I (SPECIALIST)

An Accounting Administrator I (Specialist) is the nonsupervisory level in the series. Positions at this level perform as staff specialists assisting the highest level administrator (in, at a minimum, a large-complex or very large-standard accounting office) with responsibility for the completion of highly complex fiscal activities having multifunctional and/or multigeographical impact. Incumbents at this level have no supervisory responsibility, but may serve as a lead to other professional accounting staff.

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

An Accounting Administrator I (Supervisor) supervises a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

These examinations will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

Qualifications Appraisal Interview Only – Weighted 100%

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Accounting Administrator I (Specialist)

- A. Knowledge of:
1. Accounting principles and procedures.
 2. Governmental accounting and budgeting.
 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
 4. Principles of business management, including office methods and procedures.
 5. Principles of finance.
 6. Business law.
- B. Ability to:
1. Apply accounting principles and procedures.
 2. Analyze data and draw sound conclusions.

SPECIAL PERSONAL CHARACTERISTIC

ADDITIONAL DESIRABLE QUALIFICATIONS

THE POSITION

EXAMINATION INFORMATION

3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.

Accounting Administrator I (Supervisor)

- A. Knowledge of:
 1. Accounting principles and procedures.
 2. Governmental accounting and budgeting.
 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
 4. Principles of business management, including office methods and procedures.
 5. Principles of finance.
 6. Business law.
 7. Principles and techniques of personnel management and supervision.
 8. Planning, organizing, and directing the work of others.
 9. The Department's Equal Employment Opportunity Program objectives.
 10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- B. Ability to:
 1. Apply accounting principles and procedures.
 2. Analyze data and draw sound conclusions.
 3. Analyze situations accurately and adopt an effective course of action.
 4. Prepare clear, complete, and concise reports.
 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
 6. Establish and maintain cooperative relations with those contacted in the work.
 7. Speak and write effectively.
 8. Plan, organize, and direct the work of others.
 9. Effectively contribute to the Department's Equal Employment Opportunity objectives.

If conditions warrant, these examinations will utilize an evaluation of each candidate's experience and education compared to a standard developed from the classification specification. For this reason, it is especially important that each candidate take special care in accurately completing the application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted; however, each candidate must read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff performing the evaluation.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, telephone (916) 375-2535, three days prior to the written test date if he/she has not received his/her notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 12-06) for promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Interview Location(s): It is anticipated that interviews will be scheduled in West Sacramento.

Competition is limited to employees who meet one of the criteria listed above under "Who Should Apply." Under certain circumstances, others may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.